



Vacancy Notification Ref No. P&A 2 (271)/2020 Vol II (A) dated 16 November 2020

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **Online Applications** from candidates fulfilling the eligibility requirements, for filling up of the supervisory post of **Assistant Administrative Officer** in CSL.

A. Name of Post, No. of Vacancies, Educational Qualification & Experience:

Sl No	Name of Post	No. of Vacancies/ Reservation Break up	Educational Qualification and Experience
1	Assistant Administrative Officer	1 post (UR)	<p><u>Educational Qualification:</u></p> <p><u>Essential:</u></p> <p>Three year Bachelor's Degree in any discipline securing minimum of 60% marks from a recognised University Or</p> <p>Three year Diploma in Commercial Practice/ Computer Engineering / Information Technology securing minimum of 60% marks from a State Board of Technical Education.</p> <p><u>Desirable:</u></p> <p>Proficiency in Computer Applications like SAP, MS Project, MS Office etc.</p> <p><u>Experience:</u></p> <p><u>Essential:</u></p> <p>Seven years post qualification experience in matters relating to Office work such as updating ERP system, computerized data entry, Record and Report Generation, maintenance of files, registers and records in Human Resources or Personnel Department or Establishment or Administrative section of a</p> <ul style="list-style-type: none">• Public sector company or• Private Company or• Commercial Organization or• Banks / Insurance Company or• Government / Semi Government Board/Company/ Establishment. <p>Out of the above experience, two years should be in a Supervisory grade.</p> <p><u>Desirable:</u></p> <p>Experience in matters relating to Human Resource, Time / Leave /shift /overtime management.</p>



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B. Scale of Pay & Benefits:

- a) The post of Assistant Administrative Officer is in supervisory PS1 grade. In addition to the Basic Pay, Supervisors are eligible for Industrial DA as applicable, HRA @ 16% of Basic pay, Perks upto 35 % of Basic Pay, Contributory Provident Fund Scheme, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Leave encashment, Performance Payment, other allowances etc as admissible. Table below indicates the current CTC at the minimum of scale:

Grade	Pay Scale	CTC (Approx)
PS -I	₹ 28000-3%-110000	₹ 8.5 lakhs

C. Age:

- a) **The upper age limit prescribed for the post shall not exceed 45 years as on 07 December 2020.** The upper age limit shall be relaxable for Persons with Benchmark Disabilities (PwBD) & Ex-servicemen as per Government of India guidelines.

D. Method of Selection:

- a) The method of selection shall include :-
(i) Phase I - Objective type Online test (40 Marks)
(ii) Phase II - Descriptive type Written test (40 Marks)
(iii) Phase III - Power point presentation on work experience (20 Marks)
- b) The Phase I Objective type Online test shall be of **45 minutes duration** and consists of two parts- General (Part A) and Discipline related, based on job requirements (Part B). Part A comprises of General Knowledge, General English, Reasoning and Quantitative Aptitude. The pattern of the question paper, number of questions and allotment of marks is detailed under:

No. of questions in each section/ marks per section*					Total no. of questions for Objective type Online test / Max marks
General Knowledge	General English	Reasoning	Quantitative Aptitude	Discipline related	
5	5	5	5	20	40

*Each question carries one mark. There shall be no negative marks.

- c) Detailed Syllabus for Part A and Part B of Phase I Objective type online test is at **Annexure I**. Please note that the given syllabus is only indicative and not exhaustive.
- d) Depending upon the number of online applications, the selection process shall be held at Kochi or at any other place in Kerala.
- e) The merit list shall be prepared on the basis of marks secured by candidates in the Phase -I Objective type Online test. In case, same marks secured by more than one candidate, marks scored in the discipline part of the Objective type Online test shall be the basis of determining the order of merit list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.



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- f) For the certificate verification prior to Phase-II (Descriptive type written test) & Phase-III (Power Point presentation), the candidates shall be short-listed in the ratio of 1:6 based on the marks secured by the candidates in Phase -I Objective type Online test in the order of merit.
- g) However, CSL reserves the right to fix minimum marks for pass in the Objective type Online test for the purpose of short listing candidates for the certificate verification and in such cases, the ratio of short-listing may be less than 1:6.
- h) Only those candidates who successfully complete the certificate verification will be allowed to attend the Phase-II (Descriptive type written test) & Phase III (Power Point Presentation), which shall be held at CSL, Kochi, or as desired by CSL.
- i) A final merit list shall be prepared based on the total marks secured by the candidates in Phase I, Phase II & Phase III. CSL also reserves the right to fix minimum marks for pass in any of the phases at its sole discretion.

E. Conditions:

a) Reservation:

- (i) Government of India Directives on reservation applicable for Scheduled caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ OBC (Minority)/ Economically Weaker Sections (EWS) candidates shall apply subject to meeting the eligibility requirements.
- (ii) In the case of Persons with Benchmark Disabilities, the degree of disability should be a minimum of 40%. The applicant should submit a valid Certificate of disability to this effect in the prescribed format issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017.

b) Physical Requirements for Persons with Benchmark Disabilities (PwBD) for the post:

Sl. No	Name of Post	Categories of Persons with Benchmark Disabilities (PwBD) as per clause 2.2 of DoPT OM No.36035/02/2017-Estt (Res) dated 15.01.2018	Physical Requirements
(i)	Assistant Administrative Officer	Categories of PwBD under clauses 2.2 (a, b, c & e)	S,ST,W,SE,RW,H,C

For details on categories of PwBD, refer DoPT OM 36035/02/2017-Estt (Res) dated 15.01.2018 (Career Page).

Abbreviations used: S=Sitting, ST=Standing, W=Walking, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication



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c) **Qualification:**

- (i) The minimum qualification stipulated for the post must be from a University/ Institute/Examination Board recognized by AICTE/ appropriate statutory authority/State/Central Government.
- (ii) Those candidates having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the competent authority and without such certificate, their candidature shall not be considered.
- (iii) The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the online application submitted for the post. Some Universities/Institutes / Examination Boards do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute/ Examination Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same shall be accepted. However, where the University/ Institute/ Examination Board does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.

d) **Experience:**

- (i) **Experience acquired after the date of passing of the qualification stipulated as per item A above shall only be considered. Period of experience shall be reckoned as on 07 December 2020.**
- (ii) The period of Apprenticeship Training in the relevant discipline under the Apprentices Act 1961, shall be treated as experience. Any training with remuneration shall also be treated as experience.
- (iii) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing and for consideration for selection.**
- (iv) Applicants who are presently working in any company (Private / Public Sector / Govt.), in the absence of experience certificate, should submit copy of **Appointment / Offer letter issued by the company, latest Pay Slip / copy of last Pay drawn as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which they shall not be considered for further selection.**
- (v) **Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by registered companies may be considered based on the endorsement of the Principal Employer on the certificates issued by the contractor. Such applicants are required to submit their experience certificates along with further proof such as ESI/EPF statements. Certificates of training issued by the**



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contractors without the endorsement of the Principal Employer shall not be considered.

- (vi) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to CSL. However, such applicants are required to upload a declaration **(as per Annexure -II)** that they have informed in writing to their employer that they have applied for the post notified by CSL. Candidature of such applicants will not be considered if objection if any received from the employer.
- (vii) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having Degree/Diploma endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of Degree/Diploma in discipline should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt. of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience and produce the same during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- (viii) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of re-employment in Government shall be governed by DoPT OM Nos. 36034/27/84-Estt (SCT) dated 02.05.1985, 36034/6/90-Estt(SCT) dated 02.04.1992 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen shall submit an undertaking along with the online application to the effect that he has not been re-employed in Government after availing the benefits for ex-servicemen.**

e) Application Fee:

- (i) Application fee of ₹ 400/- **(Non refundable, plus bank charges extra) should be remitted using the Online payment options (Debit card/Credit card/Internet Banking)** which can be accessed through our Online application facility from **20 November 2020 to 07 December 2020**. No other mode of payment shall be accepted.
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Person with Benchmark Disabilities (PwBD) need not pay application fee.** They are exempted from payment of application fee.
- (iii) All applicants for whom the fee is applicable, i.e. except those belonging to SC/ST/PwBD, should pay the application fee as stipulated in clause e(i) above. **It is important to note that their candidature shall be considered only on receipt of application fee.**



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f) **How to Apply:**

- (i) Applicants should go through the User Manual published in our website www.cochinshipyard.com (Careers page) before filling the online application. The application consists of two phases – One time Registration and Submission of application against the post applicable. Applicants should not submit more than one application. Application once submitted shall be final.
- (ii) Applicants meeting the notified requirements may do the **One time Registration in the SAP Online portal and submit their application.** The facility to submit their application can be accessed through our website www.cochinshipyard.com (Careers page) from **20 November 2020 to 07 December 2020.** **Application submitted direct or by any other mode shall not be accepted.**
- (iii) Before filling up the online application, all certificates towards proof of age, educational qualification, experience, caste, disability etc and a recent passport size colour photograph shall be kept ready in the system for uploading to the SAP online application portal.
- (iv) **Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste, disability etc and a recent passport size colour photograph are uploaded in the SAP online application portal, failing which their candidature shall not be considered and shall be rejected.**
- (v) Applicants should ensure that all the entries have been correctly filled in and application submitted successfully. Filling of garbage/junk details in any of the fields can lead to rejection of your application.
- (vi) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications /withdrawn applications / applications in draft status shall not be considered.** On successful submission of the application, the status of the application shall be shown as "**In process**". After submission of the application, the candidate shall log in to My Applications and ensure that the application status is "**In process**" to ensure the process is complete. No refund of fees shall be considered after successful submission of application or withdrawal of application.
- (vii) **After applying through online, applicants should retain a soft copy/ printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number shall be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted for any correspondence with CSL.
- (viii) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to Cochin Shipyard Ltd.**
- (ix) For applying through the SAP online application facility, the website shall remain functional from **20 November 2020 to 07 December 2020.** The last date for submission



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of applications through online is **07 December 2020**. In order to avoid heavy traffic in website on the last date that may result in non-submission of application, applicants are advised to log in to CSL website and submit applications well in advance before the last date. ***Those who apply on the last date of application may not get any troubleshooting assistance / technical support in the SAP application portal after 1600hrs on the last date.***

g) General:

- (i) Depending upon the number of online applications received, CSL reserves the right to scrutinise applications and shortlist candidates based on meeting eligibility requirements ascertained through the certificates uploaded by them in the online application portal and only such shortlisted candidates will be permitted to attend selection process mentioned at clause D.
- (ii) Depending upon number of online applications received for the post, Shipyard reserves the right to stipulate a higher cut off mark in the Objective type online test for the post and accordingly short-list candidates for consideration for selection.
- (iii) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the post before submitting the applications.**
- (iv) Definition of Ex-serviceman: Ex-serviceman is a person
 - (a) who has served in any rank whether as combatant or non-combatant in a Regular Army, Navy and Air Force of the Indian Union, and
 - (i) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - (ii) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - (iii) who has been released from such service as a result of reduction in establishment;
 - (b) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; Or
 - (c) personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; Or
 - (d) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14th April, 1987; Or
 - (e) Gallantry award winners of the Armed Forces including personnel of Territorial Army; Or



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- (f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- (v) Shipyard reserves the right to call for any additional documentary evidence from candidates in support of educational qualification / experience / other notified eligibility requirements as indicated in their online application, and information / replies to such queries should be only through the e-mail career@cochinshipyard.com. However, Cochin Shipyard shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.
- (vi) **Candidates who fail to produce the original certificates and mark sheets during the certificate verification process prior to Phase II & Phase III shall not be allowed to attend the Phase II & Phase III selection.**
- (vii) No travelling allowance shall be paid to any candidates for appearing for the Objective type Online test. However, SC/ST/PwBD candidates appearing for the Phase II & Phase III shall be reimbursed single to & fro sleeper class rail/bus fare as admissible for the post as per company rules by the shortest route from the mailing address mentioned in their online application form to Cochin Shipyard Ltd, Kochi on production of proof. Candidates claiming travel re-imbusement are required to submit the copy of front page of Savings bank passbook with account number and IFSC code, at the time of certificate verification and the eligible amount of reimbursement shall be credited to their bank account through NEFT. Reimbursement of travel fare shall only be made to those candidates who submit the above details. However, at the time of certificate verification prior to Phase II & Phase III, if it is found that the candidate does not fulfill any of the notified eligibility conditions, he/she shall neither be allowed for Phase II & Phase III nor paid any travelling allowance.
- (viii) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- (ix) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/SMS/through CSL website www.cochinshipyard.com. Schedule of the selection shall be intimated to the short-listed applicants through SMS/E-mail/CSL website (Careers page).
- (x) Mere submission of application through online and Issue of call letter shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (xi) Appointment of selected candidates will be subject to verification of character and antecedents, and verification of caste certificates if applicable.
- (xii) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the company. The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by Shipyard and medical fitness further subject to certification by the Chief Medical Officer of CSL.



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- (xiii) CSL shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc, if any related to previous employment of any candidate already working in Government/Public Sector Undertakings.
- (xiv) Rank list shall be maintained for the post and shall be operated only in the event of occurrence of a vacancy caused by non-joining of a candidate from the rank list within the date of joining as stipulated in the offer of appointment issued to the candidate, OR, where a candidate joins the post and in the event of separation of a person on account of death or resignation from the post during the period of one year from the date of joining in CSL. The validity period of the Rank list shall be upto one year from date of publication of results, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy and the actual number of posts filled up against this notification shall under no circumstances exceed the number of vacancies indicated in this notification.
- (xv) Notwithstanding the above or any other conditions, CSL reserves the right not to fill up the vacancy notified. Further, the filling up of the notified vacancies shall be subject to the suitability of candidates in the rank list, availability of projects and job requirements. CSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xvi) If at any stage it is found that any information furnished is false/ incorrect or the candidate does not satisfy the eligibility criteria, the candidature/appointment is liable to be cancelled/ rejected.
- (xvii) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xviii) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto and selection process thereafter can be instituted only in the Courts/Tribunals/Forums at Ernakulam and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- (xix) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- (xx) For any further clarification, please contact us e-mail career@cochinshipyard.com.

F. Important Dates:

Commencement of Online Application : 20 November 2020

Last Date of Online Application : 07 December 2020

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

“ONLY INDIAN NATIONALS NEED APPLY”

Sd/-
CHIEF GENERAL MANAGER (HR & TRG)